

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

REPRODUCTION MACHINE REPAIRER

JOB DESCRIPTION

Employees in this job participate in and oversee the maintenance and repair of reproduction equipment such as offset duplicators; cutting, sorting, collating, stapling, and packaging equipment; camera and electrostatic platemakers; photo typesetters; and scanning equipment.

There are two classifications in this job.

Position Code Title – Reproduction Machine Repairer-E

Reproduction Machine Repairer 9

This is the experienced level. The employee performs a full range of activities using independent judgment to make decisions requiring the application of procedures and practices to specific work situations

Position Code Title – Reproduction Machine Repairer-A

Reproduction Machine Repairer 10

This is the advanced level. The employee functions as a crew leader, overseeing the work of lower-level reproduction machines repairers.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Maintains reproduction and related equipment; inspects for worn parts, lubricates machinery, and makes necessary adjustments.

Repairs offset duplicators, electrostatic and camera platemakers, phototypesetters, folding equipment, collators, and related equipment.

Checks electrostatic plates by running test plates to determine contrast, resolution, and focus of equipment.

Maintains service records on equipment.

Maintains material and parts inventory and requisitions parts required for maintaining and repairing equipment.

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Instructs machine operators in operating and making minor adjustments on equipment.

Prepares installation sites for new equipment by removing old equipment, rewiring electrical service, etc.

Attends factory schools periodically to learn the repair techniques and procedures for new equipment.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Reproduction Machine Repairer 10

Assigns and monitors the maintenance and repair work of lower level employees.

Advises subordinates on the more complex aspects of the work.

Trains and instructs lower level employees in various aspects of the work performed.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the operation, repair, and maintenance of offset duplicators; cutting, sorting, collating, stapling and packaging equipment; camera and electrostatic platemakers; photo typesetters; scanning, and related equipment.

Knowledge of the practices, tools, and equipment used in repairing offset duplicators and related equipment.

Some knowledge of wiring and electrical services.

Some knowledge of electronics related to automated offset duplicating equipment.

Some knowledge of maintaining parts inventories and ordering parts.

Skill in using hand tools and in operating power equipment.

Ability to prepare reports and maintain records appropriate to the work.

Ability to move heavy equipment and machinery.

Ability to communicate effectively with others.

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Additional Knowledge, Skills, and Abilities

Reproduction Machine Repairer 10

Ability to oversee the work of subordinates.

Ability to train and instruct employees in various aspects of the work.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Reproduction Machine Repairer 9

Four years of experience in maintaining and repairing reproduction and related equipment.

Reproduction Machine Repairer 10

Five years of experience in maintaining and repairing reproduction and related equipment, including one year equivalent to the Reproduction Machine Repairer 9.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

REPMACRPR

Job Code Description

Reproduction Machine Repairer

Position Title

Reproduction Machine Repairer-E

Reproduction Machine Repairer-A

Position Code

RPMARPRE

RPMARPRA

Pay Schedule

A31-010

A31-012